**EXAMINATION TYPE**

This is an Open Examination for Porterville Developmental Center. Interviews will be held when a sufficient candidate pool exists and will be scheduled at the discretion of the appointing authority.

**WHO SHOULD APPLY?**

Persons that meet the minimum qualifications (MQ’s) of the classification. Applications may be downloaded from the CalCareers website at [http://www.calcareers.ca.gov](http://www.calcareers.ca.gov). Applications are available and MUST be filed in person or by mail.

**WHERE TO APPLY**

MAIL EXAMINATION DOCUMENTS TO:

PORTERVILLE DEVELOPMENTAL CENTER
P.O. Box 2000
Porterville, CA 93258
Attention: HR/EXAMS
(559) 782-2325 OR (559) 782-2087 OR (559) 782-2322

**NOTE:** Fax or email applications will not be accepted. Do not submit applications to the California Department of Human Resources or the State Personnel Board.

**POSITION LOCATION(S)**

We will be filling positions at the Department of Developmental Services (DDS), PORTERVILLE DEVELOPMENTAL CENTER (PDC).

**FINAL FILE DATE**

Continuous Filing

**SALARY RANGE**

$3,105 - $3,890 per month

**TESTING INFORMATION**

The examination is a Qualification Panel Interview (QAP) - 100%

The examination will consist solely of a Qualification Panel Interview (QAP). In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Veterans’ preference will be granted in this examination.

**ELIGIBLE LIST INFORMATION**

A departmental open eligible list will be established and used to fill vacancies at PDC. Candidates may test for the exam once within a 9-month period. Names of successful competitors are merged onto the list of final scores, regardless of date. This list will be abolished 24 months after it is established.
# Requirements for Admittance to the Examination

All applicants must meet the education and/or experience requirements listed below under “MINIMUM QUALIFICATIONS” for the classification by time applications are processed. It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. All application must include: “to” and “from” dates (month/day/year); time base, and civil service class titles (not working titles).

Requirements stated below include more than one pattern and are distinguished as “Either I,” “Or II,” “Or III,” etc.

### Minimum Qualifications

**EITHER I**
Registration with the Commission on Dietetic Technician Registration of the American Dietetic Association.

**OR II**
Education: Completion of an American Dietetic Association-approved two-year Dietetic Technician Program, with emphasis in nutritional care or food service management.

Experience: Six months of continuous experience in the practice of dietetics in a health care setting. (Baccalaureate degree from an accredited college or university or equivalent degree approved by the Bureau for Private Postsecondary Vocational Education under the provisions of the California Education Code Division 10, Part 59, Chapter 3, which meets the academic requirements as approved by the American Dietetic Association may be substituted for the required experience.) (Applicants who have completed one year of the required education will be admitted to the examination but must complete the education and experience requirements in full before they will be considered eligible for appointment.)

### Position Statement

Under the direction of an Assistant Director of Dietetics, the Dietetic Technician (Safety) is responsible for assisting Clinical Dietitians in the development and implementation of nutritional care plans for the patient population in the State hospitals; monitoring patients’ tolerance and acceptance of the diet; developing and presenting training programs for food service staff; and doing other related work. For more descriptive job tasks please see the job specifications on the CalCareers website at [http://www.calhr.ca.gov](http://www.calhr.ca.gov).

### Examination Scope

#### A. Knowledge of:
1. Principles, practices, and theories of nutrition and dietetics.
2. Methods of planning, preparing, and serving food to a large number of persons.
3. Special dietary requirement of mentally or developmentally disabled persons and other client groups.

#### B. Ability to:
1. Apply the principles and practices of nutrition and dietetics.
2. Communicate nutritional data to the health care team and food service employees.
3. Keep records and prepare reports.
4. Analyze situations accurately and adopt an effective course of action.

### Special Personal Characteristics

Sympathetic understanding of and willingness to work with the client population of a State institution; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.
SPECIAL PHYSICAL CHARACTERISTICS
Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering the health and well-being of the incumbent, fellow employees, patients, or the public.

BACKGROUND INVESTIGATION
Competitors who are successful in this examination will be required to submit to a background investigation (if a conditional offer of employment is made) to determine an individual’s suitability for employment.

GENERAL INFORMATION

It is the CANDIDATE'S RESPONSIBILITY to contact the Porterville Developmental Center’s Testing Office four weeks after the cutoff date if he/she has not received a progress notice. Applications are available at the California Department of Human Resources website: www.calcareers.ca.gov. If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not guarantee a place on the eligible list. All candidates who pass will be ranked according to their scores.

THE STATE PERSONNEL BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

FAIRVIEW DEVELOPMENTAL CENTER
2501 Harbor Boulevard
Costa Mesa, CA 92626
Public: (714) 957-5121
TDD: (714) 957-5246

PORTERVILLE DEVELOPMENTAL CENTER
26501 Avenue 140
Porterville, CA 93258
Public: (559) 782-2087
TDD: (559) 781-7822

SONOMA DEVELOPMENTAL CENTER
15000 Arnold Drive
Eldridge, CA 95431
Public: (707) 938-6692
TDD: (707) 938-6200

CANYON SPRINGS COMMUNITY FACILITY
69-696 Ramon Rd.
Cathedral City, CA 92334
Public: (760) 770-6260
TDD: (760) 770-2590